



# AN AASIS TRAINING GUIDE

## Reporting Warrants, Checks, and Other Cash-Basis Transactions



**FILE ALREADY SAVED IN  
(PREFERRED)  
SLIDE VIEW**



# Table of Contents

<b>TITLE</b>	<b>DESCRIPTION</b>	<b>PAGE NUMBER</b>
OBJECTIVES	LISTING OF COURSE OBJECTIVES	4
ZWARR_DETAIL	CASH BASED INFO SYSTEM LINE ITEM REPORT	5--43
FCHN	CHECK REGISTER	44--55
COMPARISON	ZWARR_DETAIL VS. FCHN	56
FCH1	DISPLAY CHECK INFORMATION	57--67



# Reporting Warrants, Checks, and Other Cash-Based Transactions Objectives

- Learn to run the ZWARR\_DETAIL, Check Register, and Check Information report.
- Learn tips for selection and variants.



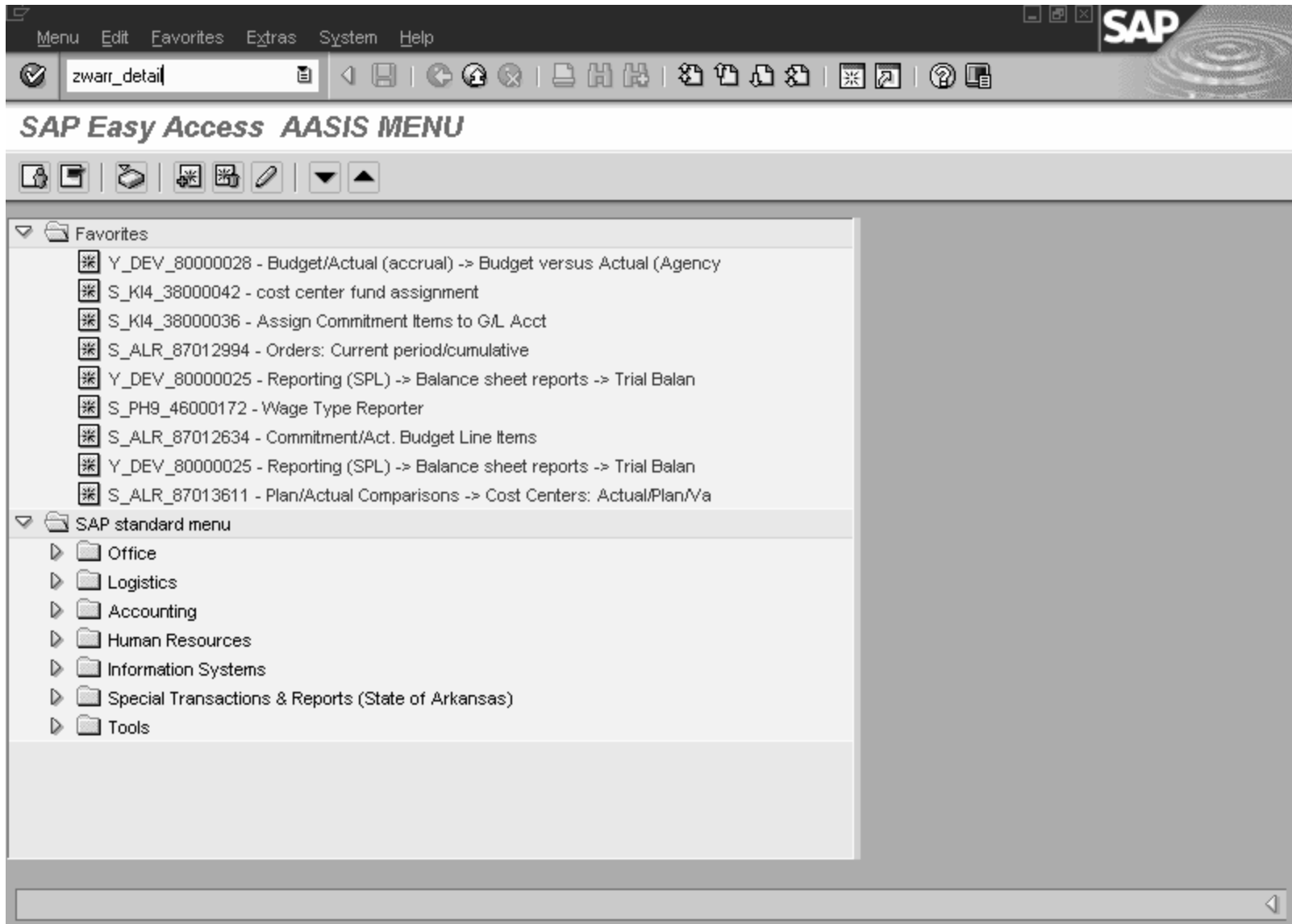
# ZWARR\_DETAIL

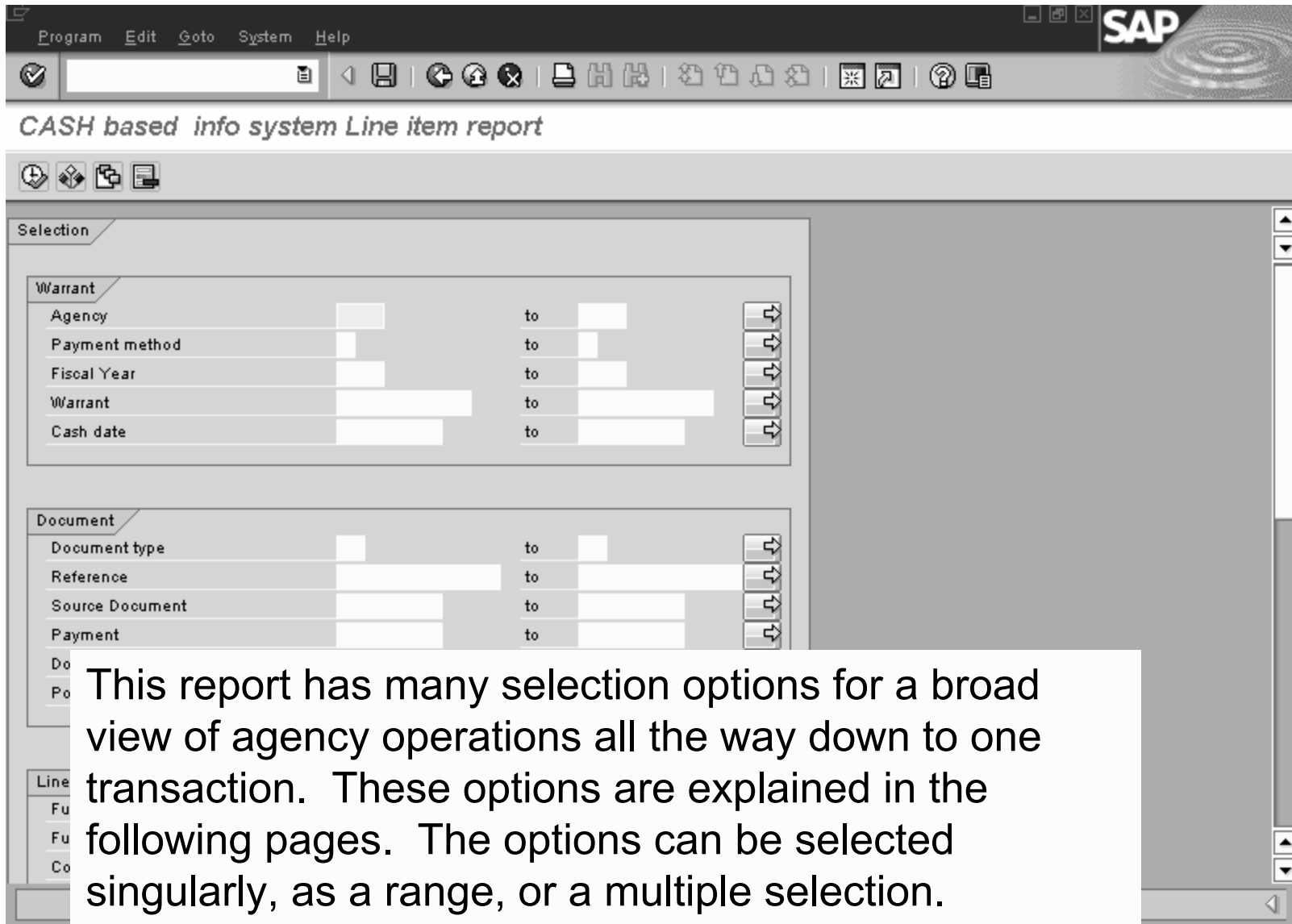
This is a warrant detail report, much like a disbursement journal. It includes warrants and treasury ACH payments to vendors. The report also includes payroll and error corrections.



# ZWARR\_DETAIL

This report runs on a copy of the production system. Each day's transactions are updated with the last payment run. This usually occurs overnight, making the information available on ZWARR\_DETAIL the next day. This results in a faster-running report which can be run without stress on the production system.





**CASH based info system Line item report**

**Selection**

Agency		to		[Selection]
Payment method		to		[Selection]
Fiscal Year		to		[Selection]
Warrant		to		[Selection]
Cash date		to		[Selection]

**Document**

Document type		to		[Selection]
Reference		to		[Selection]
Source Document		to		[Selection]
Payment		to		[Selection]

This report has many selection options for a broad view of agency operations all the way down to one transaction. These options are explained in the following pages. The options can be selected singularly, as a range, or a multiple selection.





Program Edit Goto System Help

**CASH based info system Line item report**

Selection

Warrant

Agency		to		→
Payment method		to		→
Fiscal Year		to		→
Warrant		to		→
Cash date		to		→

The following selections can be made for the Warrant box:

Agency: The Business Area number.

Payment method: The payment methods are W for Warrant and A for automatic transfer.

Warrant is the warrant number, or PT can be selected in case of profit transfer (error correction) or PY for payroll.

Cash date is the print date of the payment or date of correction.

Document	
Document type	
Reference	
Source Document	
Payment	
Document date	
Posting date	

The following selections can be made for the Document box:

**Document Type:** A list of document types is on the next page.

**Reference:** The reference number entered by the user on the document (normally the invoice number).

Other possible selections are Source Document Number, Payment Document number, Document date, and Posting date.



## Possible Document types

**AA – Asset posting (capital assets and low-value assets)**

**AB – On this report they would be reversals of SA documents (see below)**

**KR – Vendor Invoice, used in FB60 and other transactions**

**KA – Reversing document for vendor invoice (KR)**

**KG – Vendor credit memo**

**KP – Account Maintenance (generated through MM via MR11 PO Clearing transaction; automatic posting only)**

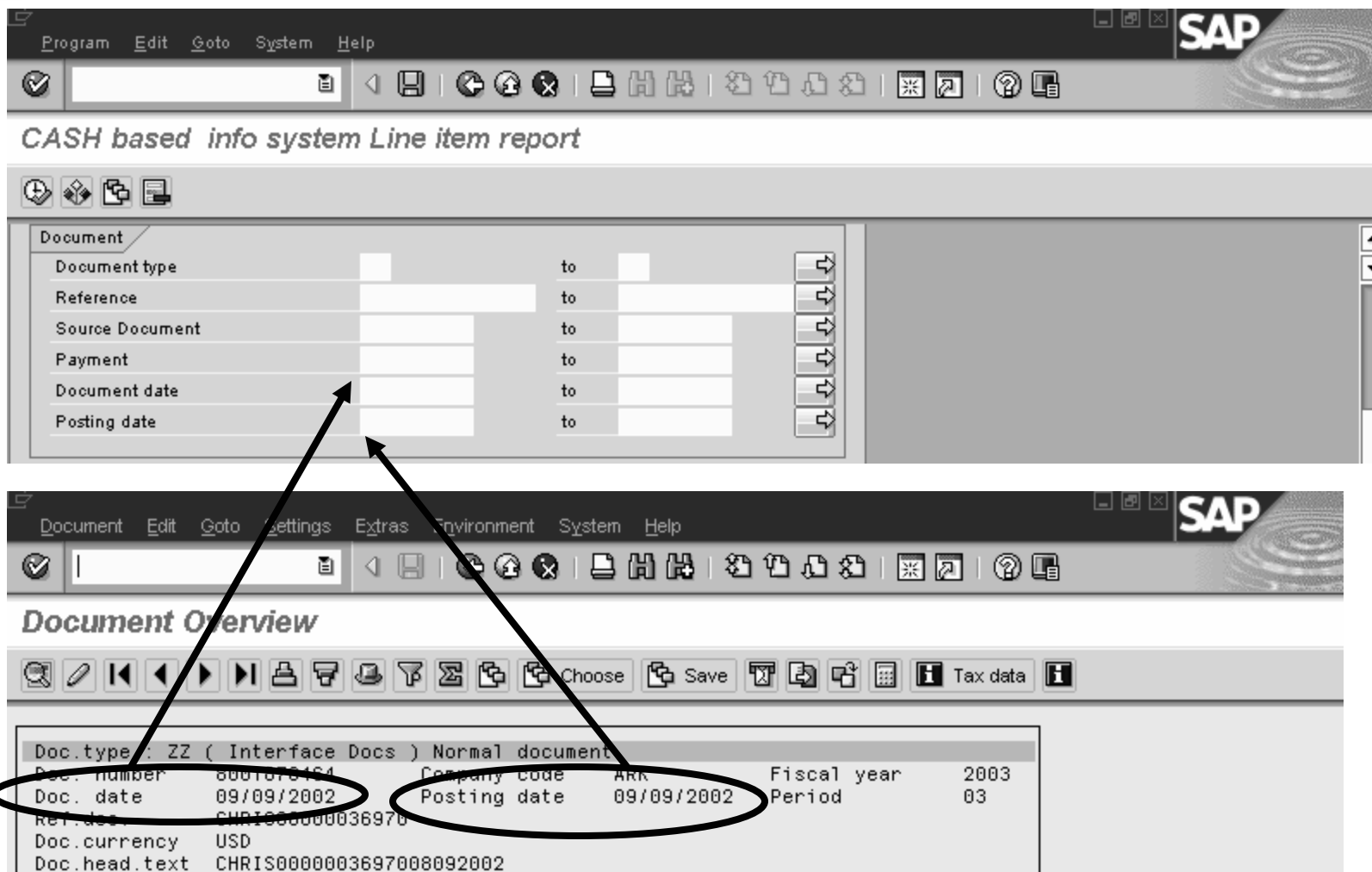
**RE – Invoice receipt from Purchase Order (MIRO transaction)**

**SA – General Journal entry used for adjusting entries (former doc type for expense error corrections)**

**YB – Payroll Invoice**

**YR – Third-Party (insurance, garnishments, deferred comp, etc.) Invoice (may be included in report, not sure)**

**ZZ – Interface document (posted via the Inbound BSEG, mostly for reporting agencies)**



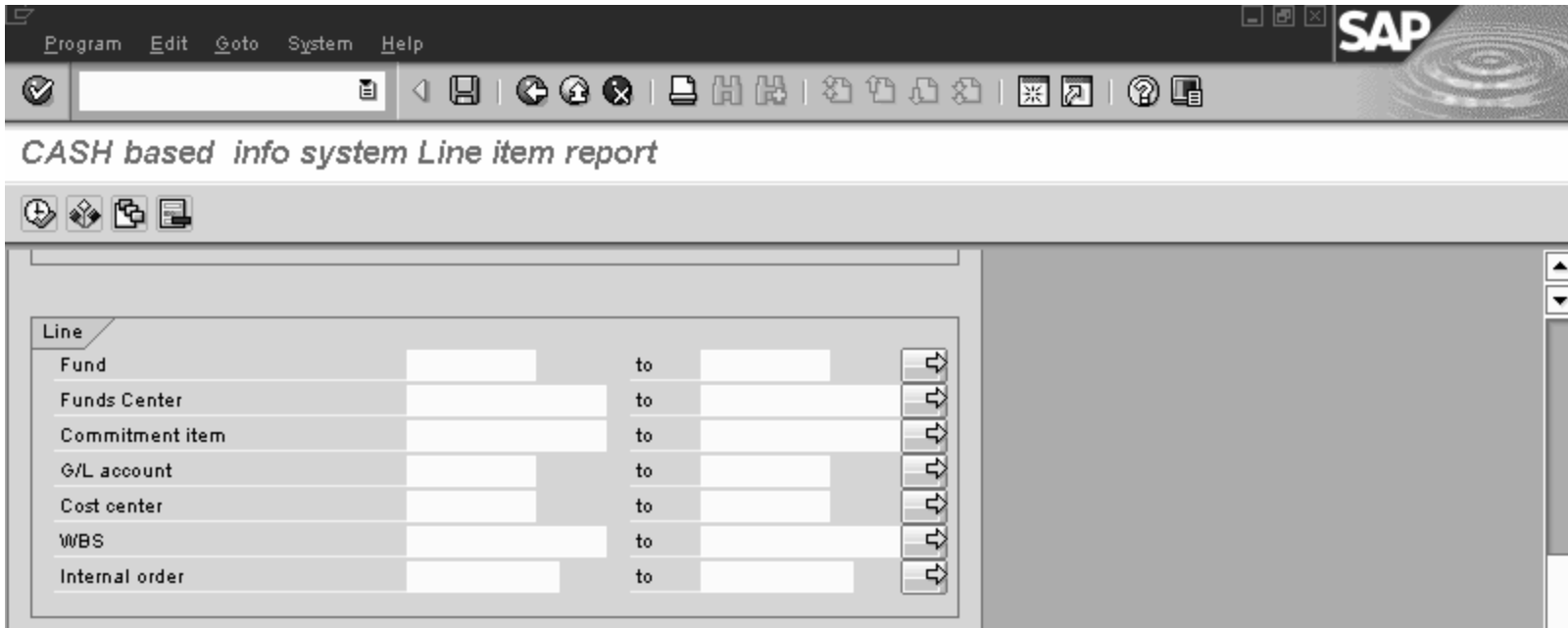
**CASH based info system Line item report**

Document		to	
Document type		to	
Reference		to	
Source Document		to	
Payment		to	
Document date		to	
Posting date		to	

**Document Overview**

Doc.type	ZZ ( Interface Docs )	Normal document	
Doc. number	8001078464	Company code	ARK
Doc. date	09/09/2002	Fiscal year	2003
Ref. doc.	CHRIS00000036970	Period	03
Doc. currency	USD		
Doc.head.text	CHRIS0000003697008092002		

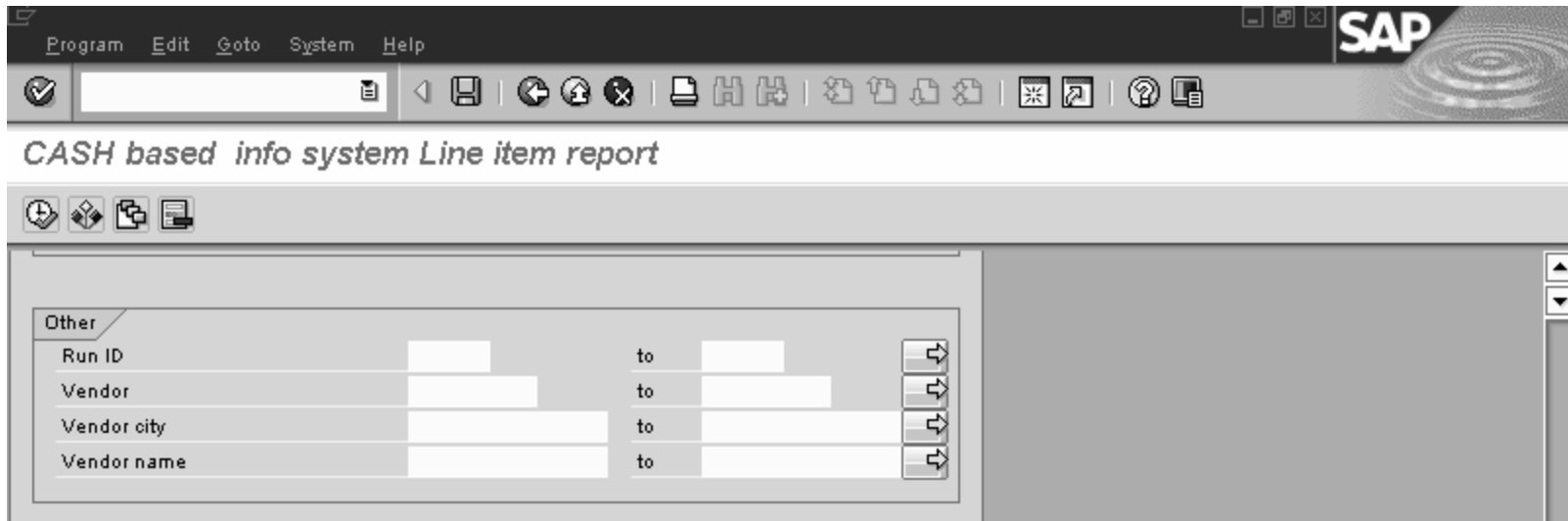
**Dates:** The documents have both document dates and posting dates, as shown in the document overview above. The ZWARR\_DETAIL allows a search by either of these dates.



The screenshot shows the SAP 'CASH based info system Line item report' interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar is a menu bar with icons for various functions. The main area is divided into two sections. The left section contains a table with the following columns: 'Line', 'Fund', 'Funds Center', 'Commitment item', 'G/L account', 'Cost center', 'WBS', and 'Internal order'. The right section is a large empty area for displaying the report results.

Line	Fund	Funds Center	Commitment item	G/L account	Cost center	WBS	Internal order

Line selections may be made for fund, funds center, commitment item, general ledger account, cost center, WBS element, or internal order.



Program Edit Goto System Help

**SAP**

*CASH based info system Line item report*

Other

Run ID		to		
Vendor		to		
Vendor city		to		
Vendor name		to		

Run ID is the Payment run ID number. This field is used primarily by the AASIS Support Center. Other selections are vendor number, city of vendor address, or vendor name. Asterisks can be used to search. Type as much as you know, surrounded by asterisks, and every vendor with that text in the field will be selected. Note that the vendor name is case sensitive in the same case that they are listed on the master record. Using the match code lookup in the Vendor selection criteria will enable you to locate vendors as they appear in the system.

A screenshot of the FIREPT software interface. The interface is divided into two main sections. The left section is a light gray box with a darker gray header that reads "Handling Voided Warrants". Below the header, there are three radio buttons. The first radio button is selected and is labeled "No void Warrants". The second radio button is labeled "Void and Normal Warrants together". The third radio button is labeled "Only Voided Warrants". Below this section is another section with a header that reads "Processing Options". The right section of the interface is a large, solid gray area. On the far right edge of this gray area, there are two small, light gray buttons with upward and downward arrows.

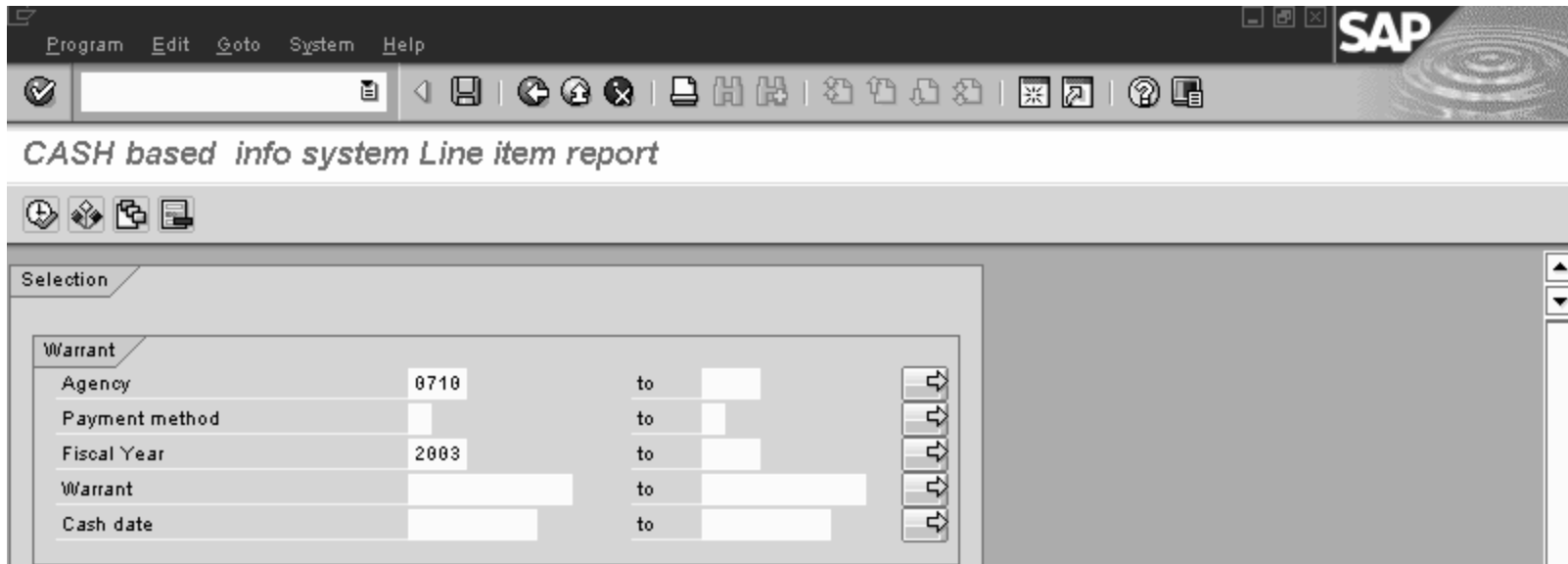
By selecting a radio button, the user can choose whether or not to include voided warrants.



# ZWARR\_DETAIL EXAMPLE

A detailed report is needed for year-to-date expenditures for operating expenses for fund PWP6500 in agency 0710.





Program Edit Goto System Help

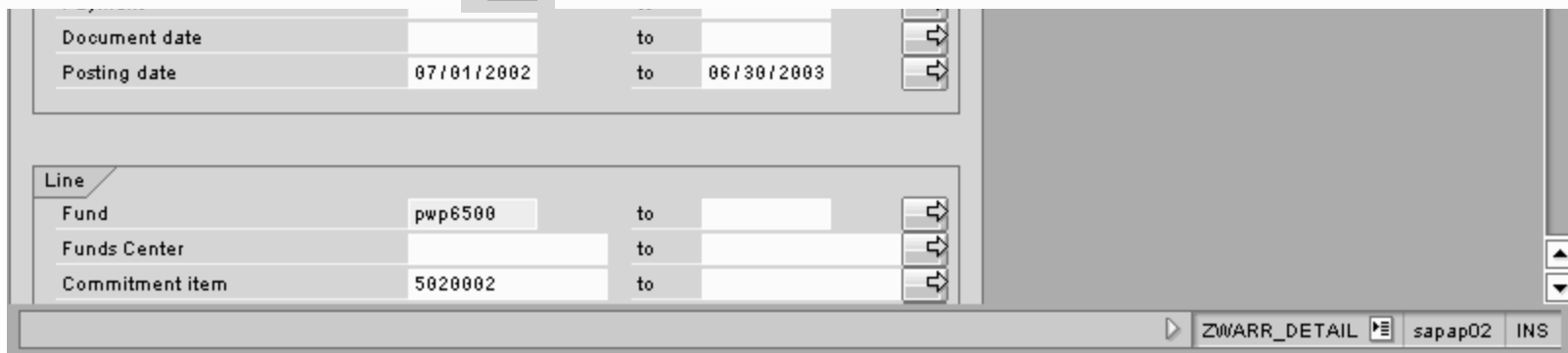
**CASH based info system Line item report**

Selection

Warrant				
Agency	0710	to		
Payment method		to		
Fiscal Year	2003	to		
Warrant		to		
Cash date		to		

Agency, fiscal year, fund, posting date, and commitment item are selected. (End of posting date range can be current date.)

Execute the report.

Document date

Posting date

Line				
Fund	pwp6500	to		
Funds Center		to		
Commitment item	5020002	to		

ZWARR\_DETAIL sapap02 INS



List Edit Goto Settings System Help

CASH based info system Line item report

Choose Save Print preview

Source document	Reference	Doc. type	G/L Account Description	G/L account	Cost center	Warrant	Fund	Funds center	Commitment item	Payment
19460251	52725800602	KR	Telecomm Wired	5020002000	419420	310000082	PWP6500	896	502:00:02	W
19460464	86272950602	KR	Telecomm Wired	5020002000	419430	310000364	PWP6500	896	502:00:02	W
19460807	279770	KR	Office Equip Maint	5030008000	419400	310002481	PWP6500	896	502:00:02	W
19463578	5 VEHICLE ...	KR	Veh Lic Title Fees	5080019000	419400	310002921	PWP6500	896	502:00:02	W
19464659	YMCC0402	KR	Postage	5020001000	419400	310002934	PWP6500	896	502:00:02	W
19462108	277900098	KR	Charge Card Payments	5080004000	419430	310003385	PWP6500	896	502:00:02	W
19459666	P98410702	KR	Rent of Facilities	5040005000	419400	310003419	PWP6500	896	502:00:02	W

The report is displayed. Scroll over to see more of the report.

19461622	Y-299557	KR	Telecomm Wired	5020002000	419400	310003884	PWP6500	896	502:00:02	W
19460733	Y0507052902	KR	02 Mileage	5050001000	419420	310004790	PWP6500	896	502:00:02	W
19460733	Y0507052902	KR	02 Other Travel Exp	5050013000	419420		PWP6500	896	502:00:02	W
19461370	Y06282002	KR	02 Meals & Lodging	5050003000	419430	310004793	PWP6500	896	502:00:02	W
19460586	Y0418052402	KR	02 Meals & Lodging	5050003000	419420	310004795	PWP6500	896	502:00:02	W
19460971	Y93027431	KR	Charge Card Payments	5080004000	419400	310004935	PWP6500	896	502:00:02	W
19461202	3791001195	KR	Charge Card Payments	5080004000	419430	310004944	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Mileage	5050001000	419500	310007241	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Meals & Lodging	5050003000	419500		PWP6500	896	502:00:02	W
19461334	Y0604062102	KR	02 Mileage	5050001000	419420	310007242	PWP6500	896	502:00:02	W

**CASH based info system Line item report**

Fiscal year	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Warrant Amt	Cost Center Name
2003	07/03/2002	07/02/2002	100006609	A T & T	234.46	234.46	CNSLG/GUIDANCE WEST
2003	07/03/2002	07/02/2002	100039857	A T & T	18.54	18.54	CNSLG/GUIDANCE EAST
2003	07/08/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE
2003	07/09/2002	07/08/2002	9990281	DFA VEHICLE LICENSE & RE...	106.75	106.75	DIRECTORS OFFICE
2003	07/09/2002	07/09/2002	9991227	DHS MGMT CONSOL COST ...			DIRECTORS OFFICE
2003	07/09/2002	07/05/2002	100037626	CONOCO INC	118.06	118.06	CNSLG/GUIDANCE EAST
2003	07/09/2002	07/02/2002	100041477	SNOWDEN JOHN BAYARD III			DIRECTORS OFFICE

Invoice amount and warrant amount are displayed, but these may include amounts paid from other funds. To see the amounts paid only from PWP6500, it will be necessary to change the variant to see the line amounts. Clicking the current display variant icon will bring up a screen to show the hidden fields.

2003	07/10/2002	07/03/2002	100006635	EXXON G	250.53	250.53	CNSLG/GUIDANCE EAST
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON			BSNS TECH OPS
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON	590.02	590.02	BSNS TECH OPS
2003	07/11/2002	07/03/2002	2017687	LINDA B REGISTER			CNSLG/GUIDANCE WEST



Define Display Variants

Line 1

Display fields	Column content	Pos.	Length	
Source document	1	14		▲
Reference	2	11		▼
Doc. type	3	7		
G/L Account Description	4	19		
G/L account	5	10		
Cost center	6	8		
Warrant	7	9		
Fund	8	8		
Funds center	9	10		
Commitment item	10	14		
Payment method	11	13		▲
Fiscal year	12	8		▼

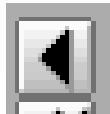
Hidden fields	Col. content	Lgth.	
Run ID		14	▲
Agency		13	▼
Payment		20	
Vendor Address		20	
City		13	
Vendor ZIP		17	
Doc. date		13	
Currency		8	
Currency		8	
Line Amt		10	
Currency		8	▲
WBS element		11	▼

Line width: 251

List width: 251

Copy, Cut, Paste, Delete icons

Click on Line Amt to highlight it and move to the display by clicking the black arrow.





Define Display Variants

Line 1

Display fields	Column content	Pos.	Length	
Funds center	9	10		
Commitment item	10	14		
Payment method	11	13		
Fiscal year	12	8		
Print date	13	9		
Posting date	14	11		
Vendor	15	9		
Vendor Name	16	25		
Invoice Amt	17	12	<input checked="" type="checkbox"/>	
Warrant Amt.	18	12	<input checked="" type="checkbox"/>	
Cost Center Name	19	22		
Line Amt	20	10	<input checked="" type="checkbox"/>	

Line width 262

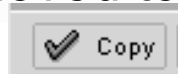
List width 262

Copy

Hidden fields	Col. content	Lgth.
Run ID	14	
Agency	13	
Payment	20	
Vendor Address	20	
City	13	
Vendor ZIP	17	
Doc. date	13	
Currency	8	
Currency	8	
Currency	8	
WBS element	11	
Order	7	

Copy

Line Amt was moved to the display. Click Copy to transfer the selections.





The screenshot shows the SAP interface for the 'CASH based info system Line item report'. The title bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The report title 'CASH based info system Line item report' is displayed. Below the title bar is another toolbar with icons for search, filter, print, and other functions. The main table displays the following data:

Fiscal y...	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Warrant Amt.	Cost Center Name	Line Amt
2003	07/03/2002	07/02/2002	100006609	A T & T	234.46	234.46	CNSLG/GUIDANCE WEST	234.46
2003	07/03/2002	07/02/2002	100039857	A T & T	18.54	18.54	CNSLG/GUIDANCE EAST	18.54
2003	07/08/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	2.05
2003	07/09/2002	07/08/2002	9990281	DFA VEHICLE LICENSE & RE...	106.75	106.75	DIRECTORS OFFICE	106.75
2003	07/09/2002	07/09/2002	9991227	DHS MGMT CONSOL COST ...			DIRECTORS OFFICE	11.60
2003	07/09/2002	07/05/2002	100037626	CONOCO INC	118.06	118.06	CNSLG/GUIDANCE EAST	118.06
2003	07/09/2002	07/02/2002	100041477	SNOWDEN JOHN BAYARD III			DIRECTORS OFFICE	45.82
2003	07/09/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	4.25
2003	07/09/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	7.46
2003	07/09/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	20.15
2003	07/09/2002	07/03/2002	100062244	DEPT OF INFORMATION SY...	8.21	8.21	DIRECTORS OFFICE	8.21
2003	07/10/2002	07/03/2002	2018966	CHRIS A MCKENZIE	478.51	478.51	CNSLG/GUIDANCE WEST	179.51
2003	07/10/2002	07/03/2002	2018966	CHRIS A MCKENZIE			CNSLG/GUIDANCE WEST	299.00
2003	07/10/2002	07/03/2002	2019172	TANYA L VAN HOUTEN	118.50	118.50	CNSLG/GUIDANCE EAST	118.50
2003	07/10/2002	07/03/2002	2019593	DONNA C HARTZELL	221.00	221.00	CNSLG/GUIDANCE WEST	221.00
2003	07/10/2002	07/03/2002	100006524	ULTRAMAR DIAMOND SHAM...	43.97	43.97	DIRECTORS OFFICE	43.97
2003	07/10/2002	07/03/2002	100006635	EXXON GECC	250.53	250.53	CNSLG/GUIDANCE EAST	161.59
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON			BSNS TECH OPS	295.51
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON	590.02	590.02	BSNS TECH OPS	294.51
2003	07/11/2002	07/03/2002	2017687	LINDA B REGISTER			CNSLG/GUIDANCE WEST	11.60

The line amount is now displayed. This is the field that would report the expenditures from the selected fund, PWP6500.



# ZWARR\_DETAIL EXAMPLE 2

Agency 0710 would like to see the payments their agency has made to one of their vendors in fiscal year 2003.



The screenshot shows the SAP FIREPT interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar is a menu bar with icons for various functions. The main window is titled 'CASH based info system Line item report'. Below the title bar, there are icons for 'Selection', 'F1', 'F2', 'F3', and 'F4'. The 'Selection' tab is active, showing a form with the following fields:

Warrant	
Agency	0710
Payment method	
Fiscal Year	2003
Warrant	
Cash date	

Each row has a 'to' field and a 'from' field, both of which are empty. To the right of each row is a button with a right-pointing arrow.

The user searches by agency code and fiscal year. It will be necessary to search for the vendor number.



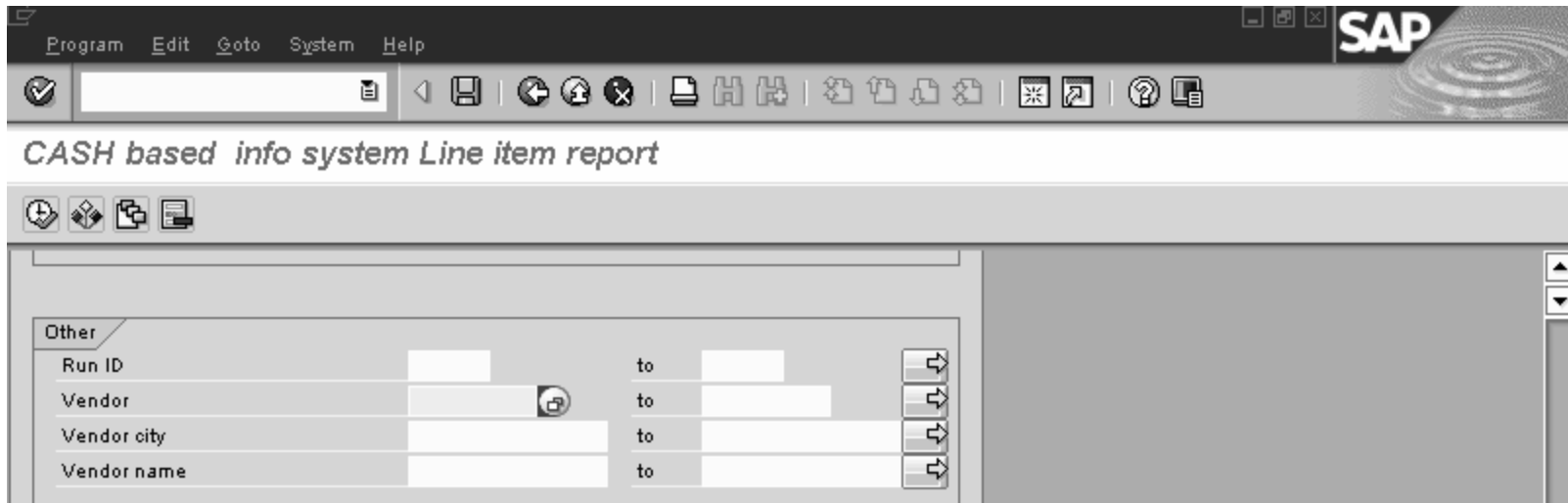
Program Edit Goto System Help


**CASH based info system Line item report**

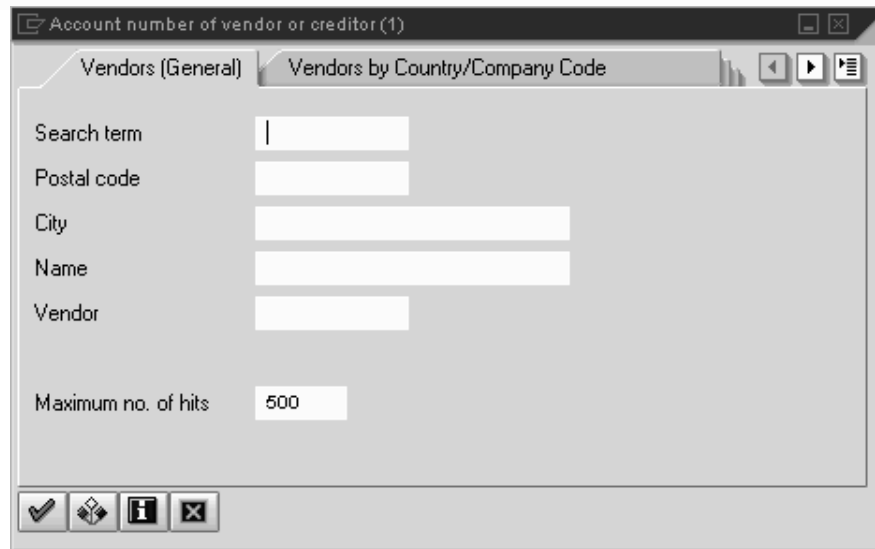
Other

Run ID		to		
Vendor		to		
Vendor city		to		
Vendor name		to		

Please note that the vendor name field is case-sensitive. Vendors must be listed in the same case as the vendor master record. If possible, use the vendor number field to search instead.



To search for the vendor number, place the cursor in the vendor box. A search icon will appear at the end of the box.  Click the icon. A vendor search box will pop up.



Account number of vendor or creditor (1)

Vendors (General) Vendors by Country/Company Code

Search term

Postal code

City

Name Barnes\*

Vendor


Maximum no. of hits 500

The user was not sure if the vendor was listed as “Barnes and Noble” or “Barnes & Noble”. An asterisk is used to search for all vendors that begin with the text string “Barnes”. (This field is not case-sensitive.)



SearchTe...	Postal Code	City	Name 1	Vendor
VEND	72032	CONWAY	BARNES RICHARD L OD	100034420
VEND	72032	CONWAY	BARNES, KENNETH C.	100013867
VEND	72035	CONWAY	BARNES & NOBLE 210	100091935
VEND	72110	MORRILTON	BARNES LATOYA DIANE	100091154
VEND	72202	LITTLE ROCK	BARNES PAMELA	100058327
VEND	72204	LITTLE ROCK	BARNES & NOBLE BOOKSTORES	100039749
VEND	72204	LITTLE ROCK	BARNES, KELLY	100076538
VEND	72205	LITTLE ROCK	BARNES CANDY J	100061595

The desired vendor can now be selected from the list. Double-click the vendor to select it.



Program Edit Goto System Help

CASH based info system Line item report

Line

Fund		to	
Funds Center		to	

The vendor number is selected. In this case, the user wanted to know whether there were any voided warrants, so the Void and normal Warrants together option was selected. Execute the report.



Other

Run ID		to	
Vendor	100091935	to	
Vendor city		to	
Vendor name		to	

Handling Voided Warrants

☐ No void Warrants

☒ Void and Normal Warrants together

☐ Only Voided Warrants

ZWARR\_DETAIL sapap03 INS



**CASH based info system Line item report**

Commitment item	Payment method	Fiscal year	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Warrant Amt	Cost Center Name
502:00:02	W	2003	11/06/2002	11/05/2002	100091935	BARNES & NOBLE 210	9.82	480.89	IndependentLiving
502:00:02	W	2003	11/06/2002	11/05/2002	100091935	BARNES & NOBLE 210	124.53		IndependentLiving
502:00:02	W	2003	11/06/2002	11/05/2002	100091935	BARNES & NOBLE 210	346.54		IndependentLiving
							480.89	480.89	

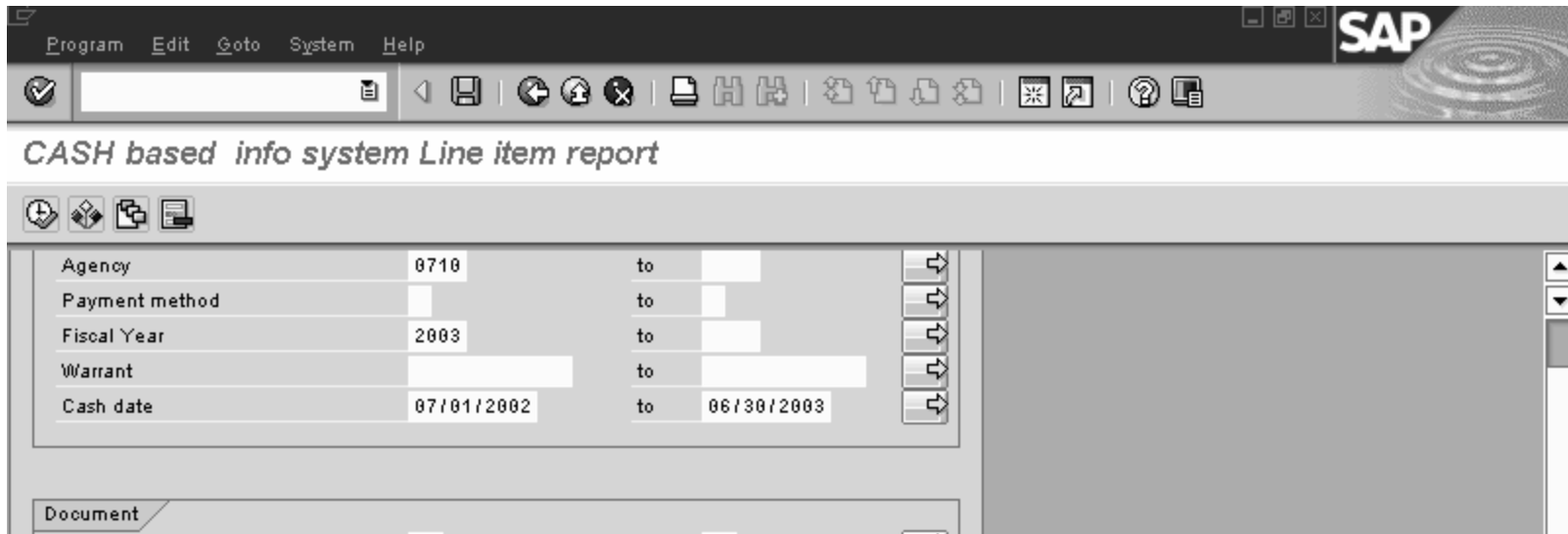
The user now has a list of invoices and payments to the vendor.

ZWARR\_DETAIL sapap04 INS



# ZWARR\_DETAIL EXAMPLE 3

The user wants to see a list of payments by internal order for operating expenses in a single fund for a single month.




**CASH based info system Line item report**

Agency	0710	to	
Payment method		to	
Fiscal Year	2003	to	
Warrant		to	
Cash date	07/01/2002	to	06/30/2003

Document

Agency, fiscal year, cash (payment) date, fund and commitment item are selected. Leaving the internal order field blank causes all of the internal orders to be selected. Execute the report.



**Line**

Fund	PWP6500	to	
Funds Center		to	
Commitment item	502:00:02	to	
G/L account		to	
Cost center		to	
WBS		to	
Internal order		to	

Document





SAP

List Edit Goto Settings System Help

CASH based info system Line item report

Choose Save Print preview

Source document	Reference	Doc. type	G/L Account Description	G/L account	Cost center	Warrant	Fund	Funds center	Commitment item	Pay
19460251	52725800602	KR	Telecomm Wired	5020002000	419420	310000082	PWP6500	896	502:00:02	W
19460464	86272950602	KR	Telecomm Wired	5020002000	419430	310000364	PWP6500	896	502:00:02	W
51028472	VANHOUTEN5762	RE	Tuition & Course Mat	5080007000	419410	310000564	PWP6500	896	502:00:02	W
19460807	279770	KR	Office Equip Maint	5030008000	419400	310002481	PWP6500	896	502:00:02	W
19463578	5 VEHICLE TAGS	KR	Veh Lic Title Fees	5080019000	419400	310002921	PWP6500	896	502:00:02	W
19464659	YMCC0402	KR	Postage	5020001000	419400	310002934	PWP6500	896	502:00:02	W
19462108	277900098	KR	Charge Card Payments	5080004000	419430	310003385	PWP6500	896	502:00:02	W
19459666	P98410702	KR	Rent of Facilities	5040005000	419400	310003419	PWP6500	896	502:00:02	W
19460721	206771	KR	Office Equip Maint	5030008000	419400	310003579	PWP6500	896	502:00:02	W

The user wants to hide some of the fields and add the internal order and line amount.

19460733	Y0507052902	KR	02 Other Travel Exp	5050013000	419420		PWP6500	896	502:00:02	W
19461370	Y06282002	KR	02 Meals & Lodging	5050003000	419430	310004793	PWP6500	896	502:00:02	W
19460586	Y0418052402	KR	02 Meals & Lodging	5050003000	419420	310004795	PWP6500	896	502:00:02	W
19460971	Y93027431	KR	Charge Card Payments	5080004000	419400	310004935	PWP6500	896	502:00:02	W
19461202	3791001195	KR	Charge Card Payments	5080004000	419430	310004944	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Mileage	5050001000	419500	310007241	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Meals & Lodging	5050003000	419500		PWP6500	896	502:00:02	W

ZWARR\_DETAIL sapap02 INS

**CASH based info system Line item report**

Cost center	Warrant	Fund	Funds center	Commitment item	Payment method	Fiscal year	Print date	Posting date	Vendor	Vendor Name	Invo
419420	310000082	PWP6500	896	502:00:02	W	2003	07/03/2002	07/02/2002	100006609	A T & T	2
419430	310000364	PWP6500	896	502:00:02	W	2003	07/03/2002	07/02/2002	100039857	A T & T	
419410	310000564	PWP6500	896	502:00:02	W	2003	07/03/2002	11/01/2001	100062463	*BLOCK UALR	6
419400	310002481	PWP6500	896	502:00:02	W	2003	07/08/2002	07/03/2002	100051267	AR MAILING...	
419400	310002921	PWP6500	896	502:00:02	W	2003	07/09/2002	07/08/2002	9990281	DFA VEHICL...	106.75
419400	310002934	PWP6500	896	502:00:02	W	2003	07/09/2002	07/09/2002	9991227	DHS MGMT ...	
419430	310003385	PWP6500	896	502:00:02	W	2003	07/09/2002	07/05/2002	100037626	CONOCO INC	1
419400	310003419	PWP6500	896	502:00:02	W	2003	07/09/2002	07/02/2002	100041477	SNOWDEN J...	
419400	310003579	PWP6500	896	502:00:02	W	2003	07/09/2002	07/03/2002	100051267	AR MAILING...	

To select the columns to hide, hold down the control key and click on the column. When selections have been made, click the current display variant icon.

419420	310004795	PWP6500	896	502:00:02	W	2003	07/10/2002	07/03/2002	2019593	DONNA C H...	2
419400	310004935	PWP6500	896	502:00:02	W	2003	07/10/2002	07/03/2002	100006524	ULTRAMAR ...	
419430	310004944	PWP6500	896	502:00:02	W	2003	07/10/2002	07/03/2002	100006635	EXXON GECC	2
419500	310007241	PWP6500	896	502:00:02	W	2003	07/11/2002	07/03/2002	2017676	JAMES A PE...	
419500		PWP6500	896	502:00:02	W	2003	07/11/2002	07/03/2002	2017676	JAMES A PE	5

ZWARR\_DETAIL sapap02 INS

Define Display Variants

Line 1

Column content	Pos.	Length	
Source document	1	14	▲
Reference	2	15	▼
Doc. type	3	7	
G/L Account Description	4	19	
G/L account	5	10	
Cost center	6	8	
Warrant	7	9	
Fund	8	8	
Funds center	9	10	
Commitment item	10	14	
Payment method	11	13	▲
Fiscal year	12	8	▼

Line width 239

List width 239

Hidden fields

Col. content	Lgth.	
Run ID	14	▲
Agency	13	▼
Payment	20	
Vendor Address	20	
City	13	
Vendor ZIP	17	
Doc. date	13	
Currency	8	
Currency	8	
Line Amt	10	▲
Currency	8	▲
WBS element	11	▼

Copy

The columns that were selected on the screen are selected in the display field. Move them to the hidden field by clicking the black right arrow.





Define Display Variants

Line 1

Column content	Pos.	Length	
Payment method	1	13	
Print date	2	9	
Posting date	3	10	
Vendor	4	9	
Vendor Name	5	12	
Invoice Amt	6	11	✓
Warrant Amt.	7	12	✓
Cost Center Name	8	21	

Line width 106

List width 106

Hidden fields

Col. content	Lgth.	
Warrant	9	
Fiscal year	8	
Run ID	14	
Agency	13	
Payment	20	
Source document	14	
Fund	8	
Funds center	10	
Commitment item	14	
G/L account	10	
Vendor Address	20	
City	13	

Copy

Line amount and order will have to be added to the display. To find them easily in the hidden fields, click the find icon.



SAP

List Edit Goto Settings System Help

CASH based info system Line item report

Define Display Variants

Line 1

Display fields

Column content	Pos.	Length
Payment method	1	13

Hidden fields

Col. content	Lgth.
Warrant	9
Vendor Address	20
City	13

Find order

As a string

As technical field name

Line width 106

List width 106

Copy

Posting date	Vendor	Vendor Name	Invoi
2 07/02/2002	100006609	A T & T	2
2 07/02/2002	100039857	A T & T	
2 11/01/2001	100062463	*BLOCK UALR	6
2 07/03/2002	100051267	AR MAILING...	
2 07/08/2002	9990281	DFA VEHICL...	1
2 07/09/2002	9991227	DHS MGMT ...	
2 07/05/2002	100037626	CONOCO INC	1
2 07/02/2002	100041477	SNOWDEN J...	
2 07/03/2002	100051267	AR MAILING...	
2 07/03/2002	100051267	AR MAILING...	
2 07/03/2002	100051267	AR MAILING...	
2 07/03/2002	100062244	DEPT OF IN...	
2 07/03/2002	2018966	CHRIS A MC...	4
2 07/03/2002	2018966	CHRIS A MC...	
2 07/03/2002	2019172	TANYA L VA...	1
2 07/03/2002	2019593	DONNA C H...	2
2 07/03/2002	100006524	ULTRAMAR ...	
2 07/03/2002	100006635	EXXON GECC	2
2 07/03/2002	2017676	JAMES A PE...	
2 07/03/2002	2017676	JAMES A PE...	5

ZWARR\_DETAIL sapap02 INS

Type in the name and click the green check.



SAP

List Edit Goto Settings System Help

CASH based info system Line item report

Choose Save Print preview

Define Display Variants

Line 1

Display fields

Column content	Pos.	Length
Payment method	1	13

Hidden fields

Col. content	Lgth.
Line Amt	10
	8
	8
	11
Description	19
	14
	29

Find [LINE]

As a string

As technical field name

Line width 114

List width 114

Copy

st Center Name	Order
SLG/GUIDANCE WEST	I0710Q...
SLG/GUIDANCE EAST	I0710Q...
ELD SERVICES ADMIN	I0710Q...
RECTORS OFFICE	I0710Q...
RECTORS OFFICE	I0710Q...
RECTORS OFFICE	I0710Q...
SLG/GUIDANCE EAST	I0710Q...
RECTORS OFFICE	I0710Q...
RECTORS OFFICE	I0710Q...
RECTORS OFFICE	I0710Q...
RECTORS OFFICE	I0710Q...
RECTORS OFFICE	I0710Q...
SLG/GUIDANCE WEST	I0710Q...
SLG/GUIDANCE WEST	I0710Q...
SLG/GUIDANCE EAST	I0710Q...
SLG/GUIDANCE WEST	I0710Q...
RECTORS OFFICE	I0710Q...
SLG/GUIDANCE EAST	I0710Q...
NS TECH OPS	I0710Q...
NS TECH OPS	I0710Q...
SLG/GUIDANCE WEST	I0710Q...

Repeat the search process for line amount.

Define Display Variants

Line 1

Column content	Pos.	Length	
Payment method	1	13	
Print date	2	9	
Posting date	3	10	
Vendor	4	9	
Vendor Name	5	12	
Invoice Amt	6	11	✓
Warrant Amt.	7	12	✓
Cost Center Name	8	21	
Order	9	7	

Line width 114

List width 114

Copy

Hidden fields

Col. content	Lgth.
Line Amt	10
Currency	8
Cost center	8
WBS element	11
G/L Account Description	19
Order Description	14
WBS Description	29

Line width 114

List width 114

Copy

Move the selected item to the displayed field using the left black arrow.







Define Display Variants

Line 1

Display fields	Column content	Pos.	Length	
<input type="checkbox"/>	Payment method	1	13	
<input type="checkbox"/>	Print date	2	9	
<input type="checkbox"/>	Posting date	3	10	
<input type="checkbox"/>	Vendor	4	9	
<input type="checkbox"/>	Vendor Name	5	12	
<input type="checkbox"/>	Invoice Amt	6	11	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Warrant Amt.	7	12	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cost Center Name	8	21	
<input type="checkbox"/>	Order	9	7	
<input type="checkbox"/>	Line Amt	10	10	<input checked="" type="checkbox"/>

Line width 125

List width 125

Hidden fields

Col. content	Lgth.
Currency	8
Cost center	8
WBS element	11
G/L Account Description	19
Order Description	14
WBS Description	29

Copy

Click copy to copy the selections into the report.

Copy



SAP

List Edit Goto Settings System Help

CASH based info system Line item report

Choose Save Print preview

Payment meth...	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Warrant Amt	Cost Center Name	Order	Line Amt
W	07/03/2002	07/02/2002	100006609	A T & T	234.46	234.46	CNSLG/GUIDANCE WEST	I0710Q100	234.46
W	07/03/2002	07/02/2002	100039857	A T & T	18.54	18.54	CNSLG/GUIDANCE EAST	I0710Q100	18.54
W	07/03/2002	11/01/2001	100062463	*BLOCK UALR	639.75	639.75	FIELD SERVICES ADMIN	I0710QH00	639.75
W	07/08/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	2.05
W	07/09/2002	07/08/2002	9990281	DFA VEHICL...	106.75	106.75	DIRECTORS OFFICE	I0710Q100	106.75
W	07/09/2002	07/09/2002	9991227	DHS M&MT ...			DIRECTORS OFFICE	I0710Q100	11.60
W	07/09/2002	07/05/2002	100037626	CONOCO INC	118.06	118.06	CNSLG/GUIDANCE EAST	I0710Q200	118.06
W	07/09/2002	07/02/2002	100041477	SNOWDEN J...			DIRECTORS OFFICE	I0710Q100	45.82
W	07/09/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	4.25
W	07/09/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	7.45
W	07/09/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	20.15
W	07/09/2002	07/03/2002	100062244	DEPT OF INF...	8.21	8.21	DIRECTORS OFFICE	I0710Q100	8.21
W	07/10/2002	07/03/2002	2018966	CHRIS A MC...	478.51	478.51	CNSLG/GUIDANCE WEST	I0710Q100	179.51
W	07/10/2002	07/03/2002	2018966	CHRIS A MC...			CNSLG/GUIDANCE WEST	I0710Q100	299.00
W	07/10/2002	07/03/2002	2019172	TANYA L VA...	118.50	118.50	CNSLG/GUIDANCE EAST	I0710Q200	118.50
W	07/10/2002	07/03/2002	2019593	DONNA C HA...	221.00	221.00	CNSLG/GUIDANCE WEST	I0710Q100	221.00
W	07/10/2002	07/03/2002	100006524	ULTRAMAR ...	43.97	43.97	DIRECTORS OFFICE	I0710Q100	43.97
W	07/10/2002	07/03/2002	100006635	EXXON GECC	250.53	250.53	CNSLG/GUIDANCE EAST	I0710Q200	161.59

Click on the order column to highlight it and then click the subtotal icon.





**CASH based info system Line item report**

Payment meth...	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Warrant Amt	Cost Center Name	Order	Line Amt
W	11/11/2002	11/07/2002	2017917	ROBERT A L...			CNSLG/GUIDANCE EAST		401.65
	07/25/2002	07/25/2002			203.04	203.04	DIRECTORS OFFICE		203.04
					203.04	203.04			604.69
W	11/27/2002	11/27/2002	2017875	MARGARET ...	99.35	99.35	CNSLG/GUIDANCE EAST	I0710CQ00	2.90
W	12/05/2002	12/05/2002	2017905	CHRISTINA C...	367.50	367.50	CNSLG/GUIDANCE EAST		156.60
W	12/05/2002	12/05/2002	2017905	CHRISTINA C...			CNSLG/GUIDANCE EAST		210.90
W	12/05/2002	12/05/2002	2019611	NEDA A SIM...	333.11	333.11	CNSLG/GUIDANCE EAST		46.69
A	12/05/2002	12/05/2002	2018807	MARY L ALLEN	170.26	170.26	CNSLG/GUIDANCE EAST		150.26
A	12/05/2002	12/05/2002	2018807	MARY L ALLEN			CNSLG/GUIDANCE EAST		20.00
					970.22	970.22		I0710C...	587.35
W	08/20/2002	08/19/2002	9990516	AR EDUC TE...	566.66	566.66	DIRECTORS OFFICE	I0710FF00	566.66
W	09/05/2002	09/05/2002	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	11/06/2002	11/05/2002	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	11/13/2002	11/13/2002	100062244	DEPT OF INF...	263.66		DSB DP Srvs-44		263.66
W	12/10/2002	12/10/2002	100049342	ARKANSAS ...	363.00	363.00	DIRECTORS OFFICE		363.00
W	12/11/2002	12/10/2002	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	01/08/2003	01/08/2003	100062244	DEPT OF INF...	583.06	583.06	DSB DP Srvs-44		583.06
W	01/20/2003	01/16/2003	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	02/09/2003	02/07/2003	100062244	DEPT OF INF...	626.72		DSB DP Srvs-44		626.72

ZWARR\_DETAIL sapap02 INS

The report is subtotaled by internal order.

# Check Register

## FCHN

- The check register shows the warrant / check numbers, the payees, the amounts, the dates of issue, and the dates of encashment.
- Fund, Funds Center and any cost objects are not displayed.

# Check Register FCHN

- The check register can provide valuable information. However, the report selection is a little awkward.
- If there is not a variant for the user's business area, the user must pull up the report for the entire state and then filter it to their own business area.
- This problem is solved by saving a variant for the user's business area.

Program Edit Goto System Help

**Check Register**

Paying company code ark to  
House bank treas to  
Account ID treatl to

☐ Payroll checks

General selections Further selections

General selections

Bank key to  
Bank account number to  
Check number to  
Currency to  
Amount to

Output control

☐ List of outstanding checks  
Additional heading

Items paid

Display variant

☒ w/out line items  
☐ With line items

PRD (2) (100) sapap04 OVR

Make selections for paying company code, House bank, and Account ID. In this example, the selection is for treasury non-payroll warrants. Scroll down for additional selections.

Program Edit Goto System Help

SAP

### Check Register

Account ID: trea1 to:

☐ Payroll checks

General selections Further selections

General selections

The display variant is where you will input your own variant after you have run the report once and set a variant for your selections. In this example, the variant will cause the report to display check number and business area.

☐ List of outstanding checks

Additional heading:

Items paid

☒ w/out line items  
☐ With line items

Display variant: /CK#/BA

PRD (2) (100) sapap04 OVR

Program Edit Goto System Help

SAP

### Check Register

Account ID

☐ Payroll checks

General selections Further selections

Date of Issue	04/25/2002	to	04/25/2002	[icon]
Creation Date		to		[icon]
Check encashment		to		[icon]
Check issuer		to		[icon]
Payment document no.		to		[icon]
Personnel number		to		[icon]
Void reason code		to		[icon]
Payment method		to		[icon]
Pmnt meth.supplement		to		[icon]
Checks from payment run				
Checks from an extract				

Execute the report. [icon]

PRD (2) (100) sapap04 OVR

Choose a date range (as narrow as possible).

Execute the report.





SAP

List Edit Goto Settings System Help

Check Register

State of Arkansas  
Little Rock  
Company code ARK

Check register

Bank TREAS Arkansas State Treasury  
Bank keys 999999992  
Account No. TREA1 0001

ACH Payment for General Expens

Check number from to	Payment	BA	PmtMthSu	Pmnt date	Amount paid (FC)	Recipient/void reason code
220211543	7002738830	0634	A	04/25/2002	2,604.00	ORCHID GENESCREEN PHILADE
220211544	7002741478	0090		04/25/2002	1,986.49	R E SMITH MAUMELLE AR
220211545	7002738291	0009		04/25/2002	239.31	K A WILLIAMS FORT SMITH AR
220211546	7002740954	0090		04/25/2002	1,005.19	J P BONDURANT ASHEVILLE NC
220211547	7002741532	0090		04/25/2002	2,126.97	R L NARRELL KINSALE VA
220211548	7002741572	0090		04/25/2002	1,019.28	R W WARD LITTLE ROCK AR
220211549	7002738455	0405		04/25/2002	292.33	HARRY W MARSHALL JR LITTLE
220211550	7002741603	0090		04/25/2002	2,778.82	S L SWINK JENNINGS FL
220211551	7002741709	0090		04/25/2002	1,978.83	V H SHASSERE STEINHATCHEE
220211552	7002739908	0090		04/25/2002	513.73	A E COMBS SUN CITY CENTER
220211553	7002741455	0000		04/25/2002	181.50	L WEEKE SMITHVILLE TN

The report is displayed. Highlight the BA Column and click the filter icon to select only your business area.

PRD (2) (100) sapap04 OVR



Type in your business area and click the green check.

SAP

List Edit Goto Settings System Help

Check Register

State of Arkansas  
Little Rock  
Company code ARK

Check register

Bank TREAS Arkansas State Treasury  
Bank keys 999999992  
Account No. TREA1 0001

Warrant for General Expenses

Check number from to	Payment	BA	PmtMthSu	Pmnt date	Amount paid (FC)	Recipient/void reason code
210579891	7002748986	0090		04/25/2002	192.00	MICROFLEX RENO NV
210579892	7002748987	0090		04/25/2002	79.96	MILLER TRUE VALUE HARDWARE
210579893	7002748988	0090		04/25/2002	313.35	NAPA AUTO PARTS CHICAGO IL
210579894	7002748989	0090		04/25/2002	294.06	NAPA AUTO PARTS CHICAGO IL
210579895	7002748990	0090		04/25/2002	578.82	NAPA AUTO PARTS CHICAGO IL
210579896	7002748991	0090		04/25/2002	1,000.90	NEWMAN TRAFFIC SIGNS JAMES
210579897	7002748992	0090		04/25/2002	363.38	NOLAND COMPANY INC ATLANTA
210579898	7002748993	0090		04/25/2002	232.75	NORTH LITTLE ROCK ELECTRIC
210579899	7002748994	0090		04/25/2002	133.58	NORTH LITTLE ROCK ELECTRIC
210579900	7002748995	0090		04/25/2002	14,908.52	N W A R P C SPRINGDALE AR
210579901	7002748996	0090		04/25/2002	21.00	OKLAHOMA CITY OK
210579902	7002748997	0090		04/25/2002	21.00	OKLAHOMA CITY OK
210579903	7002748998	0090		04/25/2002	21.00	OKLAHOMA CITY OK
210579904	7002748999	0090		04/25/2002	21.00	PER INC JACKSONVILLE
210579905	7002749000	0090		04/25/2002	21.00	WORKS DIVISION MEMPHIS
210579906	7002749001	0090		04/25/2002	21.00	HEATING INC BATESVILLE

The report is filtered to one business area. Click the current display variant icon to choose the columns to be displayed.

PRD (2) (100) sapap04 OVR

Define Display Variant: Check number/Business Area

Line 1 Line 2 Line 3

Line 1

Column content	Pos.	Length	
Check number from to	1	27	
Payment document no.	2	10	
Business area	3	4	
Pmnt meth.supplement	4	8	
Payment date	5	10	
Amount paid (FC)	6	18	<input checked="" type="checkbox"/>
Recipient/void reason code	7	75	
Date encashed/voided	8	10	
Vendor	9	10	

Line width 184

List width 184

Hidden fields

Col. content	Lgth.
Payee's P.O. box	10
P.O. Box city	35
Payee's country	3
Regional code	3
Country key	3
Payee's bank acct number	18
Bank number	15
Check void reason code	6
Voided check date	10
Voided check user	12
Personnel number	8
Cash discount amount	18

Copy

Select any desired display items from the hidden field and move to the display field using the black arrow button. Click copy to accept the changes.



SAP

List Edit Goto Settings System Help

Check Register

State of Arkansas  
Little Rock  
Company code ARK

Check register

Bank TREAS Arkansas State Treasury  
Bank keys 999999992  
Account No. TREA1 0001

Warrant for General Expenses

Check number from to	Payment	BA	PmtMthSu	Pmnt date	Amount paid (FC)	Recipient/void reason co
210579891	7002748986	0090		04/25/2002	192.00	MICROFLEX RENO NV
210579892	7002748987	0090		04/25/2002	79.96	MILLER TRUE VALUE HARDWA
210579893	7002748988	0090		04/25/2002	313.35	NAPA AUTO PARTS CHICAGO
210579894	7002748989	0090		04/25/2002	294.06	NAPA AUTO PARTS CHICAGO
210579895	7002748990	0090		04/25/2002	578.82	NAPA AUTO PARTS CHICAGO
210579896	7002748991	0090		04/25/2002	1,000.90	NEWMAN TRAFFIC SIGNS JAM
210579897	7002748992	0090		04/25/2002	363.38	NOLAND COMPANY INC ATLAN
210579898	7002748993	0090		04/25/2002	232.75	NORTH LITTLE ROCK ELECTR
210579899	7002748994	0090		04/25/2002	133.58	NORTH LITTLE ROCK ELECTR
210579900	7002748995	0090		04/25/2002	14,908.52	N W A R P C SPRINGDALE A
210579901	7002749000	0090		04/25/2002	374.94	PUBLIC WORKS DIVISION ME
210579906	7002749001	0090		04/25/2002	1,875.00	QUALITY HEATING INC BATE

Click the save variant icon.

Save

Display variant copied

PRD (2) (100) sapap04 OVR



Display variant: Save as...

Display variant: /my variant ☐ User-specific

Description: My business area

Subobjects

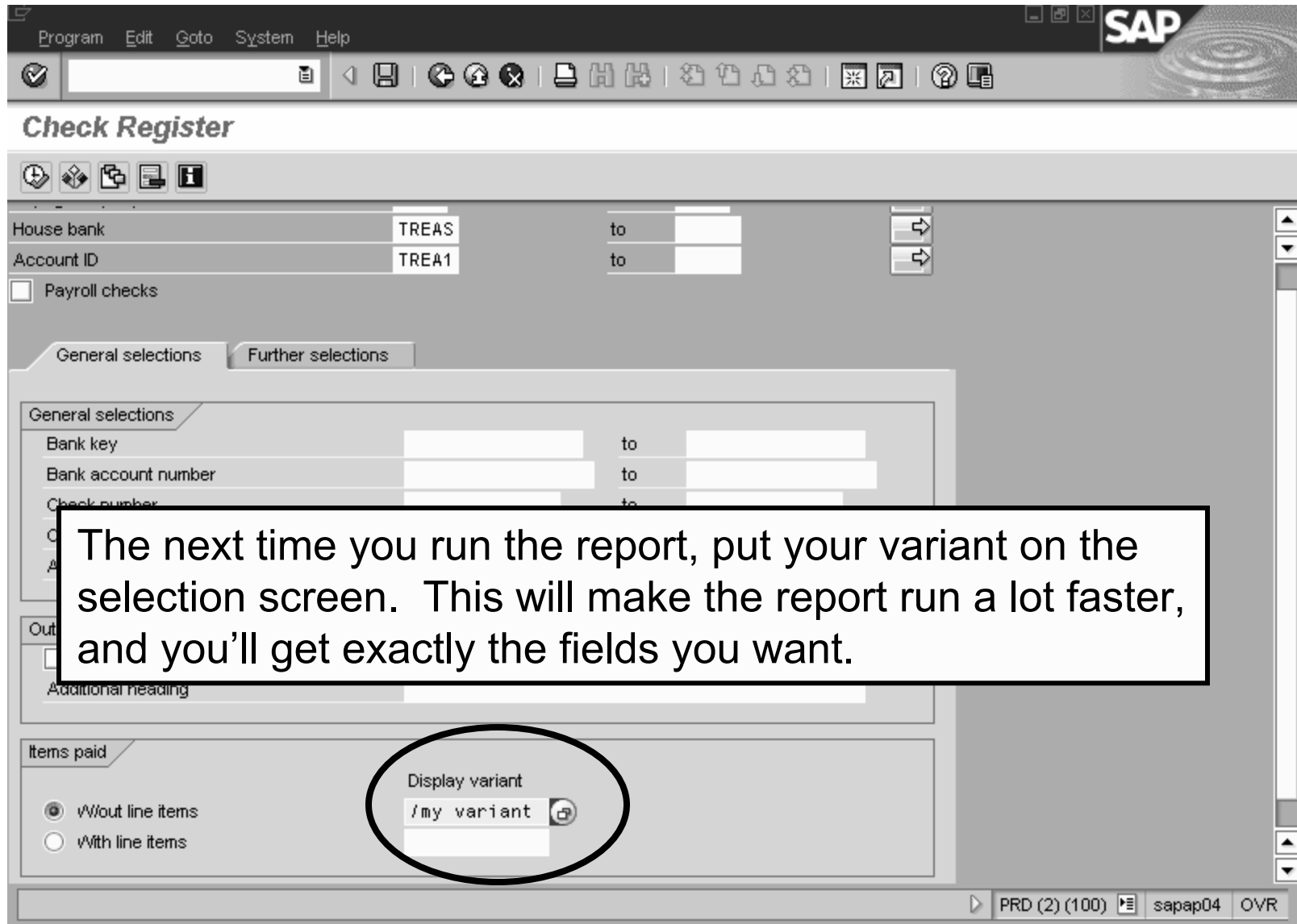
- ☒ Filter conditions
- ☒ Sort criteria
- ☒ Subtotal criteria

Expansion to sum. level: 0 Non-total lines

☒ Save ☐ Cancel

Give the variant a new name and description. (DO NOT SAVE WITHOUT CHANGING THE NAME.) You may want to make it user-specific. If other users will not need this variant, making it user-specific ensures that no one else will accidentally change it. For a user-specific variant, leave off the “/” in front of the name and click the user-specific box. Click Save.





**Check Register**

House bank: TREAS to:

Account ID: TREA1 to:

☐ Payroll checks

General selections Further selections

General selections

Bank key:  to:

Bank account number:  to:

Check number:  to:

Out: ☐

Additional heading:

Items paid

Display variant

☒ w/out line items

☐ With line items

/my variant

PRD (2) (100) sapap04 OVR

The next time you run the report, put your variant on the selection screen. This will make the report run a lot faster, and you'll get exactly the fields you want.

# Which report should you use to display warrants?

- The ZWARR\_DETAIL is recommended over the check register because it runs faster and has more information and selection options.
- The ZWARR\_DETAIL is a report of warrants, not checks. To see a report of checks written on AASIS house banks, use the Check Register.
- The only warrant information included on the Check Register that is not on ZWARR\_DETAIL is the encashment/void date.





# Display Check Information FCH1

- If the check or warrant number is known, it is possible to look up single warrants and checks using FCH1. This is a quick way to obtain encashment information.

Check Edit Goto Extras Environment System Help

SAP

Display Check Information

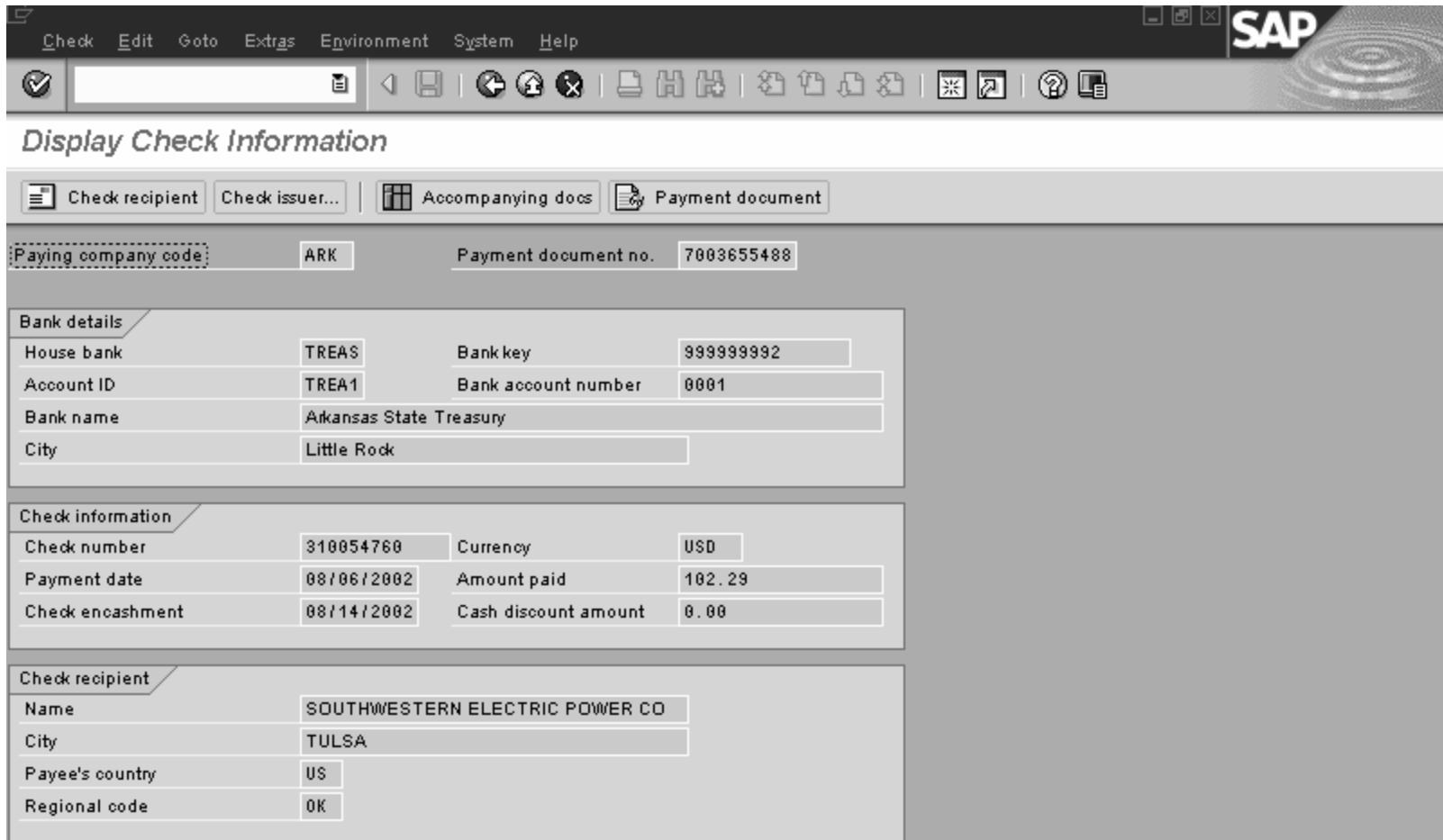
Paying company code  State of Arkansas

Check data

House bank	<input type="text" value="treas"/>	Bank key	<input type="text" value="1"/>
Account ID	<input type="text" value="trea1"/>	Bank account number	<input type="text" value=""/>
Check number	<input type="text" value="310054760"/>		

Enter ARK as Paying company code, the house bank, the account number, and the warrant or check number. Enter or click the green check.

FCH1 sapap02 INS



The screenshot shows the SAP 'Display Check Information' screen. At the top, there is a menu bar with 'Check', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Check Information' and contains several tabs: 'Check recipient', 'Check issuer...', 'Accompanying docs', and 'Payment document'. The 'Check issuer...' tab is selected, showing the following information:

Paying company code	ARK	Payment document no.	7003655488
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Below this, there are three sections:

#### Bank details

House bank	TREAS	Bank key	999999992
Account ID	TREA1	Bank account number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

#### Check information

Check number	310054760	Currency	USD
Payment date	08/06/2002	Amount paid	102.29
Check encashment	08/14/2002	Cash discount amount	0.00

#### Check recipient

Name	SOUTHWESTERN ELECTRIC POWER CO
City	TULSA
Payee's country	US
Regional code	OK

The warrant or check information is displayed. This includes the bank details, check information including encashment date, and recipient information.

Check Edit Goto Extras Environment System Help

SAP

**Display Check Information**

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: ARK Payment document no. 7003655488

**Bank details**

House bank	TREAS	Bank key	999999992
Account ID	TREA1	Bank account number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

**Check information**

Check number	310054760	Currency	USD
Payment date	08/06/2002	Amount paid	102.29
Check encashment	08/14/2002	Cash discount amount	0.00

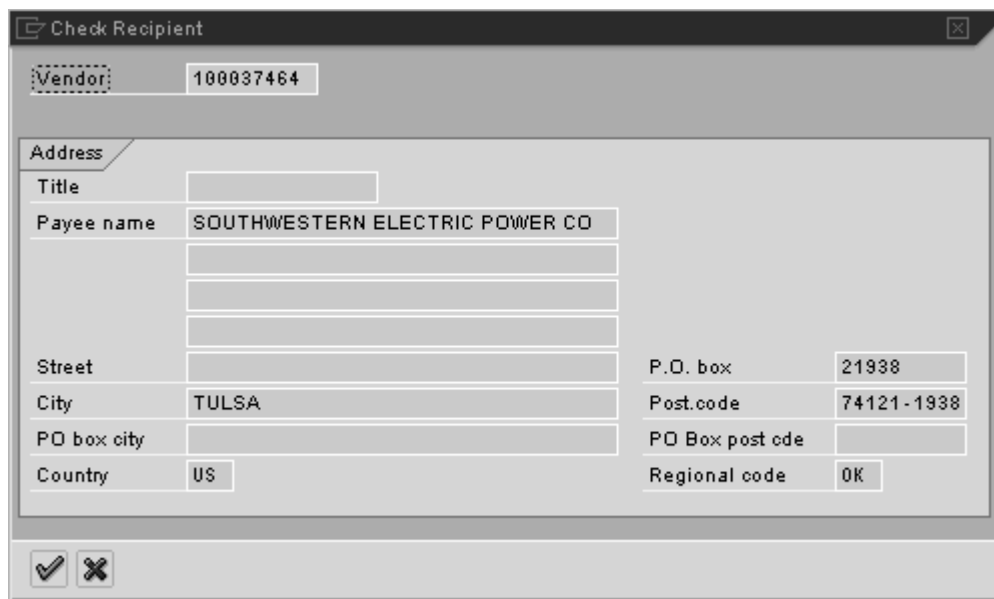
**Check recipient**

Name	SOUTHWESTERN ELECTRIC POWER CO
City	TULSA
Payee's country	US
Regional code	OK

Click the Check recipient button to see more information on the recipient.

Check recipient

FCH1 sapap02 INS



The image shows a software window titled "Check Recipient". It contains a form with the following fields:

- Vendor:** 100037464
- Address:**
  - Title:** (empty)
  - Payee name:** SOUTHWESTERN ELECTRIC POWER CO
  - Street:** (empty)
  - City:** TULSA
  - PD box city:** (empty)
  - Country:** US
- P.O. box:** 21938
- Post.code:** 74121-1938
- PD Box post ode:** (empty)
- Regional code:** OK

At the bottom left of the form, there are two buttons: a green checkmark and a red X.

The payee name and address and vendor number are displayed. Click the green check or red x to return to the check information screen.

Check Edit Goto Extras Environment System Help

SAP

**Display Check Information**

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: ARK Payment document no. 7003655488

**Bank details**

House bank	TREAS	Bank key	999999992
Account ID	TREA1	Bank account number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

**Check information**

Check number	310054760	Currency	USD
Payment date	08/06/2002	Amount paid	102.29
Check encashment	08/14/2002	Cash discount amount	0.00

**Check recipient**

Name	SOUTHWESTERN ELECTRIC POWER CO
City	TULSA
Payee's country	US
Regional code	OK

Click the Check issuer button to see more information on the check issuer.

Check issuer...

FCH1 sapap02 INS

A screenshot of a "Payment Run" dialog box. The dialog box has a title bar with a folder icon and the text "Payment Run". Inside, there are several fields with labels and values: "Run date" with value "08/06/2002", "Identification" with value "NORM", "Payment method" with value "W", "User" with value "AKPRIDDY", "Print date" with value "08/06/2002", and "Print time" with value "21:16:40". At the bottom of the dialog box, there are two buttons: a green checkmark button and a red X button.

The check issuer information is displayed. Click the green check or red x to return to the check information screen.

Check Edit Goto Extras Environment System Help

SAP

**Display Check Information**

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: ARK Payment document no. 7003655488

**Bank details**

House bank	TREAS	Bank key	999999992
Account ID	TREA1	Bank account number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

**Check information**

Check number	310054760	Currency	USD
Payment date	08/06/2002	Amount paid	102.29
Check encashment	08/14/2002	Cash discount amount	0.00

**Check recipient**

Name	SOUTHWESTERN ELECTRIC POWER CO
City	TULSA
Payee's country	US
Regional code	OK

Click the Accompanying docs button to see the accompanying documents.

Accompanying docs

FCH1 sapap02 INS



**SAP**

List Edit Goto Environment Settings System Help

Check line items

Status: ☒ open ☐ Parked ☐ Cleared  
 Due date: ☒ Overdue ☐ Due ☐ Not due


Vendor 100037464 3711307901  
 Company code ARK

Name AMERICAN ELECTRIC POWER CO  
 City CANTON

St	Assignment	Doc.no.	Type	Doc. date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	60882024	19501405	KR	07/25/2002			102.29	USD	7003655488	Electricity-Mena CRC
	70036554882003	7003655488	ZP	08/06/2002			102.29	USD	7003655488	
*							0.00	USD		
** Account 100037464							0.00	USD		

Vendor \*  
 Company code \*  
 \*  
 Name \*  
 City \*

St	Assignment	Doc.no.	Type	Doc. date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
***							0.00	USD		

The information includes the assignment, document number and type, amount, clearing document number and text. Click the back button  to go back to the check information screen.

Check Edit Goto Extras Environment System Help

SAP

**Display Check Information**

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: ARK Payment document no. 7003655488

**Bank details**

House bank	TREAS	Bank key	999999992
Account ID	TREA1	Bank account number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

**Check information**

Check number	310054760	Currency	USD
Payment date	08/06/2002	Amount paid	102.29
Check encashment	08/14/2002	Cash discount amount	0.00

**Check recipient**

Name	SOUTHWESTERN ELECTRIC POWER CO
City	TULSA
Payee's country	US
Regional code	OK

Click the Payment document button to see the payment document.

Payment document

FCH1 sapap02 INS

The screenshot displays the SAP 'Document Overview' window. The title bar includes the SAP logo and standard window controls. The menu bar contains: Document, Edit, Goto, Settings, Extras, Environment, System, Help. The toolbar includes icons for document navigation and actions like 'Choose', 'Save', and 'Tax data'. The main content area shows document details for a 'ZP ( Payment posting ) Normal document'.

Doc.type : ZP ( Payment posting ) Normal document

Doc. number	7003655488	Company code	ARK	Fiscal year	2003
Doc. date	08/06/2002	Posting date	08/06/2002	Period	02
Doc. currency	USD				
Payment run ID	08/06/2002 - NORM				

Itm	PK	Account	Cost ctr	BA	Funds	Fund	Amount	Account short text	Text	Order
1	25	100037464		0590			102.29	AMERICAN ELECTRIC P%		
2	50	1100001001		0590			102.29-	Treasury Outgoing		

The Payment document is displayed. Note that this is the payment posting document which does not contain the cost center or funding information.